

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARDS CASES

19 December 1960

SUGG. NO. PI-60-89: dated 13 August 1959

25X1A

Summary

Action Taken

Award

SUGG. NO. 61-30

25X1A

Summary

Action Taken

Award

SUGG. NO. 61-180

25X1A

Summary

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

SUGG. NO. 61-180 (Cont'd)

Summary	: which is issued to new employees to acquaint them with the level of security which each classification carries.
Action Taken	: A draft has been prepared for a new handbook for employees to read upon entering on duty. This handbook will feature clear-cut descriptions of classification degrees. OS states that this suggestion has reinforced their belief that defining these terms is necessary.
Award	: Certificate of Appreciation.

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STATINTL

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

19 October 1960

SUGGESTION NO. 61-30: dated 20 July 1960

STATINTL

[REDACTED] E., GS-12, Selection Officer
[REDACTED] GS-6, Library Assistant
OCR, DD/I

A. SUMMARY OF SUGGESTION

Suggesters proposed that a screw jack be installed on the bookholder attached to the Photostat Expeditor to raise and lower the bookholder according to the size required for the print. Since the bookholder weighs approximately 75 lbs., and must be moved at a 45° angle, raising and lowering the bookholder is very awkward.

B. Summary of Evaluation

Researching this problem through Office of Logistics, it was discovered that the device is now standardized on new equipment -- and that it is possible to have the manufacturer modify the equipment through administrative channels.

All new Photostat Expeditor Bookholders, therefore, come equipped with a "screw jack". The Machine Division, OCR, is researching the feasibility of either building a "screw jack" on existing equipment or of buying a complete new unit. Consideration of this improvement has been speeded up as a result of this independent suggestion. In view of the initiative shown by the suggesters, and the fact that consideration of practical alternatives has been stimulated, a token award is recommended to be divided between the two suggesters.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10 to \$25 award based on Intangible Benefits (Slight-Limited) to be divided between the two suggesters.

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

Award

60
Twenty-five dollars
equally shared

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

19 December 1960

SUGGESTION NO. 61-180: dated 25 October 1960

STATINTL

[REDACTED], GS-5, Biographical Analyst
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that a definition of each classification be contained in the CIA Book of Regulations which is issued to new employees, to acquaint them with the level of security which each classification carries.

B. Summary of Evaluation

The idea to have new employees made familiar with the classification degrees is not a new idea. A draft has been prepared for a new handbook for employees to read upon entering-on-duty. This handbook will feature a clear-cut description of classification degrees. OS states that this suggestion has reinforced their belief that defining these terms is necessary.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

Award

*cc: 160
Certificate of appreciation*

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